

Teaching and Examination Regulations

**Master's programmes
Faculty of Humanities**

**Academic year 2020-2021
A. Faculty section**

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Section A: Faculty section

1. General provisions

Article 1.1 Applicability of the Regulations

1. These Regulations apply to anyone enrolled in the programme, irrespective of the academic year in which the student was first enrolled in the programme.	Advice OLC, approval FGV (9.38 sub b)
2. These Regulations become effective on 1 September 2020	Advice OLC, approval FGV (9.38 sub b)
3. An amendment to the Teaching and Examination Regulations is only permitted to concern an academic year already in progress if this does not demonstrably damage the interests of students.	Advice OLC, approval FGV (9.38 sub b)

Article 1.2 Definitions

The following definitions are used in these Regulations (*in alphabetical order*) :

- a. academic year: the period beginning on 1 September and ending on 31 August of the following calendar year;
- b. CvB: the Executive Board of Vrije Universiteit Amsterdam.
- c. EC (European Credit): an EC credit with a workload of 28 hours of study;
- d. educational component: a unit of study of the programme within the meaning of the WHW;
- e. examination: the final examination of the Master's programme;
- f. FGV: Faculty joint assembly – assembly of the faculty student council and faculty staff council;
- g. interim examination: an assessment of the student's knowledge, understanding and skills relating to a course component. The assessment is expressed in terms of a final mark. An interim examination may consist of one or more partial examinations. A resit always covers the same material as the original interim examination;
- h. joint degree: a degree awarded by an institution together with one or more institutions in the Netherlands or abroad, after the student has completed a study programme (a degree programme, a major or a specific curriculum within a degree programme) for which the collaborating institutions are jointly responsible;
- i. OLC: programme committee;
- j. period: a part of a semester;
- k. practical exercise: the participation in a practical training or other educational learning activity, aimed at acquiring certain (academic) skills. Examples of practical exercises are:
- researching and writing a thesis or dissertation
 - carrying out a research assignment
 - taking part in fieldwork or an excursion
 - taking part in another educational learning activity aimed at acquiring specific skills, or
 - participating in and completing a work placement;

- l. programme: the totality and cohesion of the course components, teaching activities/methods, contact hours, testing and examination methods and recommended literature;
- m. SAP/SLM: the student information system (*Student Lifecycle Management*);
- n. semester: the first (September - January) or second half (February - August) of an academic year;
- o. specialization optional route of study within a degree programme indicating a deepening of the inter- and/or multidisciplinary context of the programme;
- p. study guide: the guide for the study programme that provides further details of the courses, provisions and other information specific to that programme. The Study Guide is available electronically at:
<https://www.vu.nl/en/study-guide/>;
- q. study monitor (*studiemonitor*): dashboard for students and academic advisors with data of the student and that provides insight into the student's study progress;
- r. subject see 'educational component';
- s. track full route of study within a broad bachelor's or master's degree programme or a fully English-language route of study within a Dutch-language bachelor's or master's degree;
- t. thesis: a component comprising research into the literature and/or contributing to scientific research, always resulting in a written report;
- u. university: Vrije Universiteit Amsterdam;
- v. WHW: the Dutch Higher Education and Research Act (*Wet op het Hoger Onderwijs en Wetenschappelijk Onderzoek*);
- w. workload: the workload of the unit of study to which an interim examination applies, expressed in terms of credits = EC credits (ECTS = European Credit and Transfer Accumulation System). The workload for 1 year (1,680 hours) is 60 EC credits.

The other terms have the meanings ascribed to them by the WHW.

2. Study programme structure

Article 2.1 Structure of academic year and educational components

1. The study programme will be offered in a year divided into two semesters.	Ordinance CvB
2. Every semester consists of three consecutive periods of eight, eight and four weeks	Ordinance CvB
3. An educational component comprises 6 EC or a multiple thereof.	Ordinance CvB
4. By way of exception to paragraph 3, the Executive Board may in special cases and on request of the Faculty Board, stipulate that a unit of study comprises 3 EC or a multiple thereof.	Ordinance CvB

3. Assessment and Examination

Article 3.1 Signing up for education and interim examinations

1. Every student must sign up to participate in the educational components of the programme, the examinations and resits. The procedure for signing up is described in an annex to the Student Charter.	Ordinance CvB
2. Signing up may only take place in the designated periods.	Ordinance CvB

Article 3.2 Type of examination

1. At the examiner's request, the Examinations Board may permit a different form of interim examination than is stipulated in the study guide.	Advice OLC, Approval FGV (7.13 l)
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Article 3.3 Oral interim examinations

1. An oral assessment is public unless the Examinations Board in special cases determines otherwise.	Advice OLC; approval FGV (7.13 l and n)
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Article 3.4 Determining and announcing results

1. The examiner determines the result of a written interim examination as soon as possible, but at the latest within ten working days. By way of departure from that stipulated in the first clause, the marking deadline for theses and other final projects (NB: this does not include tests, such as written assignments or papers, at the end of regular educational components) is no longer than twenty working days. The examiner will then immediately ensure that the marks are registered and also ensures that the student is immediately notified of the mark, taking due account of the applicable confidentiality standards.	Ordinance CvB
2. The examiner determines the result (i.e. mark) of an oral examination as soon as possible, but at the latest within two working days after the examination has finished and informs the student accordingly. The third clause of the first paragraph applies.	Advice OLC; approval FGV (7.13 o)
3. In the case of forms of examination other than oral or written examinations, the Examinations Board determines in advance how and by what deadline the student will be informed of the results.	Advice OLC; approval FGV (7.13 o)

Article 3.5 Examination opportunities

1. a. Per academic year, two opportunities to take examinations per educational component will be offered. b. By way of exception to a., the options for retaking practical components, work placements and theses are detailed in the relevant work placement manual, teaching regulations or graduation regulations.	Ordinance CvB
2. The most recent mark will apply in the event of a resit. A retake is allowed for both passed and failed units of study. If the student passes the thesis, other final projects or essay exams, a retake is not allowed.	Ordinance CvB
3. The resit for a (partial) interim examination must not take place within ten working days of the announcement of the result of the (partial) examination being resat, and not before the student has been able to inspect their former examination.	Advice OLC; approval FGV (7.13 j)
4. The Examination Board may allow a student an extra opportunity to sit an examination if that student: a) is lacking only those credits to qualify for their degree; and b) has failed the examination during all the previously offered attempts unless participation in an examination was not possible for compelling reasons. The extra opportunity can only be offered if it concerns a written examination, a paper or a take home examination. This provision excludes the practical assignments and the Master's thesis. Requests for an additional examination opportunity must be submitted to the Examination Board no later than 1 July. If necessary, the method of examination may deviate from the provisions in the study guide.	Ordinance CvB
5. If an educational component is no longer offered in the academic year following its termination, at least one extra opportunity will be provided to sit the interim examination(s) or parts thereof and a transitional arrangement will be included in the	Advice OLC, approval FGV (7.13 j)

programme-specific section for the subsequent period.	
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Article 3.6 Marks

1. Marks are given on a scale from 1 to 10 with no more than one decimal point.	Ordinance CvB
2. The final marks are given in whole or half points.	Ordinance CvB
3. In deviation from paragraph 2, final marks between 5 and 6 will be rounded off to whole marks: up to 5.50 rounded down; from 5.50 rounded up. To pass a course, a 6 or higher is required.	Ordinance CvB
4. The Examination Board can allow to use symbols rather than numbers, for example; v(oldaan) [i.e. passed], g(oed) [i.e. good], n(iet)v(ol)d(aan) [i.e. not passed], etc.	Ordinance CvB

Article 3.7 Exemption

1. At the written request of the student, the Examination Board may exempt the student from taking one or more examination components, if the student: <ol style="list-style-type: none"> has passed a course component of a university or higher professional education programme that is equivalent in terms of content, level and size; has demonstrated through his/her work and/or professional experience that he/she has sufficient knowledge and skills with regard to the relevant course component. 	Advice OLC; approval FGV (7.13 r)
2. The Master's thesis is excluded from this exemption possibility.	Advice OLC; approval FGV (9.38 sub b)

Article 3.8 Validity period for results

1. The validity period of interim examinations passed and exemptions from interim examinations is unlimited, unless otherwise specified in Section B.	Legal provision
2. The validity period of a partial examination is limited to the academic year in which it was sat or until the end of the unit of study concerned, as stipulated for the relevant unit of study in Section B.	Advice OLC; approval FGV (9.38 sub b)

Article 3.9 Right of inspection and post-examination discussion

1. Within twenty working days after the announcement of the results of a written interim examination, the student can, on request, inspect their assessed work, the questions and assignments set in it, as well as the standards applied for marking. The place and time referred to in the previous clause will be announced at the time of the interim examination or on VUnet or Canvas.	Advice OLC; approval FGV (7.13 p en q)
2. If a collective post-examination discussion has been organized, individual post-examination discussions will be held only if the student has attended the collective discussion or if the student was unable to attend the collective discussion through no fault of their own.	Advice OLC; approval FGV (7.13 q)
3. Students who meet the requirements stipulated in paragraph 1 can submit a request for an individual post-examination discussion to the relevant examiner. The discussion shall take place at a time and location to be determined by the examiner.	Advice OLC; approval FGV (7.13 p en q)

4. Academic student counselling and study progress

Article 4.1 Administration of study progress and academic student counselling

1. The faculty board is responsible for the correct registration of the students' study results. After the assessment of an educational component has been registered, every	Advice OLC; approval FGV (7.13 u)
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student has the right to inspect the result for that component and also has a list of the results achieved at their disposal in VUnet.	
2. Enrolled students are eligible for academic student counselling. Academic student counselling is in any case provided by <ol style="list-style-type: none"> a. The Student General Counselling Service b. Student psychologists c. Faculty academic advisors 	Advice OLC; approval FGV (7.13 u)

Article 4.2 Facilities for students with a disability

1. A student with a disability can, at the moment of registration via VUnet, or at a later instance, submit a request to qualify for one or more special facilities with regard to teaching, practical training and interim examinations. These facilities will accommodate the student's individual disability as much as possible, but may not alter the quality or degree of difficulty of a unit of study or an examination. In all cases, the student must fulfil the exit qualifications for the study programme.	Advice OLC; approval FGV (7.13 m)
2. The request referred to in the first paragraph must be accompanied by a statement from a doctor or psychologist. If possible, an estimate should be given of the potential impact on the student's study progress. In case of a chronic disability a single (one time) request suffices.	Advice OLC; approval FGV (7.13 m)
3. Students who have been diagnosed with dyslexia must provide a statement from a BIG, NIP or NVO registered professional who is qualified to conduct psychological evaluation.	Advice OLC; approval FGV (7.13 m)
4. The faculty board, or the responsible person on behalf of the faculty board, decides on teaching facilities and facilities regarding logistics. The Examinations Board will rule on requests for facilities with regard to examinations.	Advice OLC; approval FGV (7.13 m)
5. In the event of a positive decision in response to a request as referred to in paragraph 1, the student can make an appointment with the academic advisor to discuss the details of the provisions.	Advice OLC; approval FGV (7.13 m)
6. A request for one or more facilities can be refused if it would place a disproportionate burden on the organization or the resources of the faculty or university were it upheld.	Advice OLC; approval FGV (7.13 m)
7. If the disability justifies an extension of the interim examination time, the responsible person on behalf of the Examinations Board will register in SAP this entitlement to an extension. If a disability justifies other measures to be taken, the academic advisor can take the necessary measures. The student can consult the study monitor to check which facilities have been granted to him/her.	Advice OLC; approval FGV (7.13 m)
8. The decision as referred to in paragraph 5 may specify a limited validity of the facilities granted.	Advice OLC; approval FGV (7.13 m)

5. Hardship clause

Article 5.1 Hardship clause

In instances not regulated by the Teaching and Examination Regulations or in the event of demonstrable extreme unreasonableness and unfairness, the faculty board responsible for the study programme will decide, unless the matter concerned is the responsibility of the Examinations Board.	Advice OLC; approval FGV (9.38 sub b)
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Advice by the Programme Committees, d.d. 3, 15, 17, 20, 21, 22 April 2020 and 25, 26 May 2020

Approved by the Faculty Joint Assembly on 12 June 2020

Adopted by the Board of the Faculty of Humanities on 7 July 2020

Teaching and Examination Regulations

Master's programme in Heritage Studies Faculty of Humanities

Academic year 2020-2021

B1. Programme specific section - general provisions

B2. Programme specific section – content of programme

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Section B1: Programme specific – general provisions

6. General programme information and characteristics

Article 6.1 Study programme information

1. The programme Heritage Studies CROHO number 60808 is offered on a full-time basis.	Advice OLC; approval FGV (7.13 i)
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Article 6.2 Teaching formats and modes of assessment

1. The degree programme uses the following teaching formats: <ul style="list-style-type: none"> • Lecture • Seminar • Excursion • Practicum • Tutorial • Internship / work placement • Fieldwork 	Advice OLC; approval FGV (7.13 x)
2. The degree programme uses the modes of assessment listed below, as written in the study guide. The modes of assessment that the students actually encounter can depend on the specialization they choose. <ul style="list-style-type: none"> • Written examination • Oral exam • Take-home exam • (Written) assignment • Participation • Presentation • Final paper • Internship / work placement report • Thesis 	Advice OLC; approval FGV (7.13 l)

Article 6.3 Academic student counselling

1. The programme offers the following counselling in addition to the student counselling mentioned in Section A: mentorship.	Advice OLC; approval FGV (7.13 u)
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7. Further admission requirements

Article 7.1 Intake date(s)

The programme starts on September 1.	Advice OLC; approval FGV (9.38 sub b)
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Article 7.2 Admission requirements

<p>1. Admission to the Master's programme is possible for an applicant who has obtained a Bachelor's degree obtained at an institution of academic higher education, which demonstrates the following knowledge, understanding and skills:</p> <p>a) knowledge in at least one of the following fields on the level of at least three years of BA education (university level):</p> <ul style="list-style-type: none"> • history of media • art • design • architecture • archaeology/ancient studies (with at least 60 ECTS archaeology courses) • social geography (with knowledge of historical geography) • history (with some specialization in environmental or city-country relations) • spatial planning (preferably with a focus on the history of the built environment or the history of the discipline) • architecture • landscape architecture <p>b) understanding of the basic methods, theories and developments needed to study at least one of the above mentioned fields</p> <p>c) academic research, writing and presentation skills on graduate entry level, achieved i.e. through successfully following at least three years of BA education on university level</p>	<p>Partly legal provision & ordinance CvB. Admission requirements excepted from participation in WHW</p>
<p>2. Applicants with a bachelor's degree obtained at an institution outside the Netherlands may be asked for additional methods to prove that they meet the admission requirements.</p>	<p>Advice OLC; approval FGV (9.38 sub b)</p>
<p>3. An applicant should demonstrate that he or she has sufficient level of proficiency in English by meeting at least one of the following standards, no more than two (2) years before the start of the programme at the VU:</p> <ul style="list-style-type: none"> - (academic) IELTS: 7.0, with a minimum of 6.5 on each item - TOEFL paper based test: 600, with a minimum of 55 on each component and 4.0 in TWE - TOEFL internet based test: 100, with a minimum of 20-23 on each component 	<p>Advice OLC; approval FGV (9.38 sub b)</p>
<p>4. Applicants who:</p> <ul style="list-style-type: none"> - completed an English-taught secondary or higher education degree in Canada, the United States, the United Kingdom, Ireland, New Zealand or Australia, or - have earned a Bachelor's or Master's degree in an English-taught programme accredited by NVAO in the Netherlands, or - have earned a Bachelor's or Master's degree in an accredited English-taught programme in another member state of the European Union, or - have obtained a Cambridge Certificate of Proficiency in English (CPE) or a Cambridge Certificate of Advanced English (CAE) with a score of A, B or C <p>are exempted from the requirements referred to in paragraph 3.</p>	<p>Advice OLC; approval FGV (9.38 sub b)</p>

Article 7.3 Pre-Master's programme

<p>1. Applicants with a Bachelor's degree of a university of applied science (HBO) or a Bachelor's degree from an institution of academic higher education who wish to enter the programme but do not fulfill the admission requirements as stipulated in Article</p>	<p>Advice OLC; approval FGV (9.38 sub b)</p>
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7.2 can request admission to the pre-Master's programme.	
1. Further conditions and the procedure are set out in the relevant Pre-Master regulation of the faculty.	Advice OLC; approval FGV (9.38 sub b)

8. Interim examinations and results

Article 8.1 Sequence of interim examinations

1. Students may participate in interim examinations [or practical exercises] of the components below only if they have passed the interim examination or examinations for the components mentioned hereinafter:	Advice OLC; approval FGV (7.13 h, s & t)
MA-Thesis Heritage Studies after passing Historical Landscape and Archaeological Heritage (L_AAMAERF001) or Architectural and Town Planning Heritage (L_KBMAERF004).	

Article 8.2 Validity period for results

1. If the student's knowledge assessed is demonstrably outdated, or if the student's skills assessed are demonstrably outdated, the Examination Board may impose a supplementary or replacement examination for a course for which an examination was passed more than 6 years ago.	Advice OLC; approval FGV (7.13 k)
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Section B2: Programme specific – content of programme

9. Programme objectives, tracks/specializations, exit qualifications and language

Article 9.1 Workload

1. The programme has a workload of 60 EC	Advice OLC; (7.13 a)
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Article 9.2 Programme objective

See appendix 2.	Advice OLC; (7.13 a)
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Article 9.3 Exit qualifications

1. See appendix 2.	Approval OLC (7.13 c)
2. Language proficiency may be taken into account in the assessment of (interim) examinations.	Approval OLC (7.13 c)

Article 9.4 Language of instruction

1. The language of instruction is English.	Approval OLC (9.18)
2. The 'Gedragcode vreemde taal' (code of conduct foreign languages) applies	Ordinance CvB

10. Curriculum structure

Article 10.1 Composition of the programme

1. The programme comprises at least a package of compulsory components and an individual Master's thesis or academic internship.	Ordinance CvB
2. Additionally the programme can offer: - Practical exercises - Electives	Advice OLC; (7.13 a)
3. Educational components are categorized as specialized (400), research oriented (500) and highly specialized (600) level.	Ordinance CvB

Article 10.2 Compulsory educational components

See appendix 3. A detailed description per educational component can be found in the Study Guide.	Advice OLC; (7.13 a)
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Article 10.3 Elective educational components

1. The student can take one or more of the following electives without prior consent from the Examination Board:				Advice OLC; (7.13 a)
Name of educational component	course code	nr of EC	level	
Tutorial Heritage	L_BAMAERF005	6	400	
Master Work Placement Heritage Studies	L_BAMAERFSTA	12	400	
Trending Topics Arts and Culture	L_KAMAKGS025	3	400	

Literature Course Heritage Studies	L_BAMAERF003	6	400	
Terrorscapes in Postwar Europe	L_AAMAERF005	6	400	
Archaeology, Museums and the Public	L_AAMAARC011	6	400	
Individuele masterverdieping in de architectuurgeschiedenis A	L_KBMAKGS009	9	400	
Individuele masterverdieping in de architectuurgeschiedenis B	L_KBMAKGS010	6	400	
Seminar Architecture	L_KBMAKGS013	9	400	
Architectuur Masterexcursie Buitenland	L_KBMAKGS012	6	400	
Knowing by Sensing	L_GAMAGES034	6	400	
Werkcollege Master Beeldende Kunst	L_KAMAKGS014	9	400	
Architectuurkritiek	L_KBMAKGS011	6	400	
Challenging Eternity. Heritage, urbanistic interventions and the city of Rome	L_AAMAALG003	9	400	
2. If the student wishes to take a different educational component than listed, advance permission must be obtained in writing from the Examinations Board.				Advice OLC; (7.13 a)

Article 10.4 Practical exercise

The following components can be considered as practical exercises:				Approval OLC (7.13 d)
Name of educational component	course code	nr of EC	level	
Master Thesis Heritage Studies	L_BAMAERFSCR	18	400	
Master Work Placement Heritage Studies	L_BAMAERFSTA	12	400	
Challenging Eternity. Heritage, Urbanistic Interventions and the City of Rome	L_AAMAALG003	9	400	
Architectuur Masterexcursie buitenland (NL)	L_KBMAKGS012	6	400	

Article 10.5 Participation in practical excersices and seminars

1. In the case of a practical training, the student must attend at least 80 % of the practical sessions. Should the student attend less than 80 %, he or she must repeat the practical training, or the Examinations Board may have one or more supplementary assignments issued.	Approval OLC (7.13 d)
2. In the case of a seminar, the student must attend at least 80 % of the practical sessions. Should the student attend less than 80 %, he or she must repeat the practical training, or the Examinations Board may have one or more supplementary assignments issued.	Approval OLC (7.13 d)

11. Evaluation and transitional provisions

Article 11.1 Evaluation of the education

1. The education provided in this programme is evaluated in accordance with appendix 1. The faculty evaluation plan offers the framework.	Approval OLC (7.13 a1)
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Article 11.2 Transitional provisions

N.A.	Advice OLC (7.13 a)
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Advice and approval by the Programme Committee, on 15 April 2020

Approved by the Faculty Joint Assembly, on 12 June 2020

Adopted by the board of the Faculty of Humanities on 7 July 2020

Appendices

1. [Evaluation of the education in the Faculty of Humanities \(faculty level\)](#)
2. Programme objective and exit qualifications
3. Programme overview

Appendix 2

Programme objective and exit qualifications

1. The Master's degree programme trains students to be professionals who can use their insights, knowledge and skills both in a practical and a theoretical sense and who are capable of critical reflection on the changing perceptions of heritage in modern society and in politics;
2. The Heritage Studies programme aims to educate students on the tension between the desire to cherish heritage while also ensuring that it can be combined with the modernization processes that are part of contemporary spatial planning and the design of our living environment. The objective is therefore to prepare students for a career in the professional field, working with the designers, civil servants and politicians who are involved in decision-making and change processes that relate to heritage.

The Heritage Studies programme has formulated the following exit qualifications with respect to the Dublin descriptors:

Students...

I. Knowledge and understanding

1. ... have knowledge of the long-term history of the cultural landscape and the urban environment at both the national and international level, and have insight into their visual and spatial aspects;
2. ... have extensive knowledge of international and interdisciplinary theories, academic research questions, research methods and the techniques that are applied in heritage research and heritage policy;
3. ... have an understanding of the interdisciplinary aspects of studying and examining archaeological, architectural, landscape and urban heritage from an international perspective;
4. ... have an understanding of the tensions between the interests of existing heritage on the one hand and the processes of change that are part of the spatial modernization, design and redesign of our living environment on the other hand;

II. Application of knowledge and understanding

5. ... are able to use their knowledge, insights and skills both in a practical and a theoretical sense when analysing and interpreting objects of research, always adopting a spatial perspective;
6. ... are able to set up, prepare and carry out academic research with some supervision, making use of primary and/or secondary sources and current research methods;
7. ... are able to place cultural-historical values and insights within the context of contemporary debates and issues regarding spatial planning, design and transformations in the urban environment and the cultural landscape;

III. Making judgements

8. ... are capable of critical reflection on the changing perceptions of heritage in modern society and in politics;
9. ... are able to take into account the interests of a range of parties when it comes to the use of space around heritage;
10. ... can adopt a critical attitude with respect to national and international discussions and developments in the field of spatial heritage;

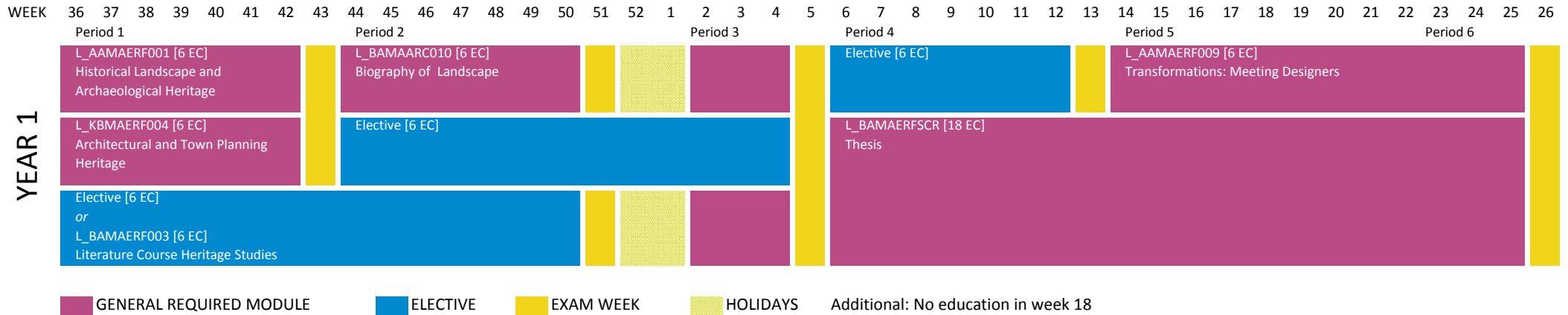
IV. Communication

11. ... are able to report on the results of heritage research both orally and in writing, and are able to communicate their findings to non-specialists;
12. ... are able to participate in academic discussions constructively and critically, both orally and in writing, including in English, and to adopt and defend positions, including those other than their own, by scrutinizing and revising arguments;

V. Learning skills

13. ... are able to complete content-related tasks independently in a research setting and in the professional field working with the designers, civil servants and politicians who are involved in decision-making and change processes that relate to heritage.
14. ... have the required qualifications to complete a post-Master's programme or PhD programme that consists largely of independent study.

ANNUAL PLAN MASTER HERITAGE STUDIES 2020-2021



We reserve the right to make changes to this annual plan